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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **INFORMATION ANALYSIS & PLANNING (IAP) SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for collecting and analyzing data in order to assess damages and impacts, anticipate potential needs, recommend appropriate emergency responses and long-term recovery and restoration activities.

OVERALL DUTIES:

➢ Supervise activities of the IAP Section.

➢ Ensure that an IAP Section Activity Log is maintained on all Emergency Operations Center (EOC) IAP activities to support the disaster analysis and prognosis recommendations and document EOC activities.

➢ Supervise the evaluation of incoming data (requests and reports). Immediately apprise the EOC Supervisor and the Operations Section Supervisor of any effects or changes in conditions that may lead to a threat to the public health and safety, (e.g. weather, releases of radioactive material, etc.).

➢ Maintain the appropriate status boards, charts, and computer displays. Ensure that the EOC Supervisor is apprised of changes in the data and/or situations.

➢ Be prepared to and conduct periodic EOC update briefings.

➢ Manage the Situation Report (SITREP) process and Significant Events (SE) Log.

➢ Gather information needed to provide recommendations to the Executive Section for all phases of a disaster. Prepare appropriate decision memoranda for the Executive Section in accordance with the formats provided in the EOC Checklist Addendum.

➢ Gather the materials and information necessary to coordinate a **"DRAFT"** Governor's Proclamation and as necessary a **"DRAFT"** Restoration and Recovery Task Force Activation Letter.

ACTION ITEMS:

If this is an exercise or drill answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence,

reprots, faxes, e-mails, etc. have the words <u>EXERCISE or DRILL</u> prominently displayed on the top and bottom.

( )   <u>**SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC**</u>. Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

( )   <u>**Pick up the IAP Section Supervisor Checklist Notebook and the IAP Section Phone Book, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed**</u>

( )   Establish an IAP Section Activity Log, recording all significant activities engaged in during the emergency.

( )   Maintain the appropriate (Plant Data, Plume Data, Rivers, Weather, etc.) status boards/computer displays.

( )   Seek the National Weather Service on the Internet, or other appropriate sources, for current weather conditions at the site of the emergency. Maintain a periodic schedule of weather update reports, and post this information to the status board/computer display. Obtain, if feasible, a copy of the incident site weather report and NAWAS Message from the EMD Duty Officer.

( )   Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.

( )   Be prepared to brief the Significant Events and the SITREP at the periodic EOC Update and Shift Change Briefings. Formats are at Tab C.

( )   Ensure that the Distribution Box located adjacent to the Duty Officer Office is checked periodically and that e-mail messages are downloaded, printed, and forwarded to you for review prior to being entered into the logs.

( )   Coordinate with other section supervisors for accurate and timely input for the SITREP. Provide this input to the SITREP Writer.

( )   Initial, date, and place the time on all communication/paperwork prior to passing it on for processing. This ensures that you have seen it.

( )   Conduct a section after action review to ascertain lessons learned, what needs to be revised or modified, and work out a timetable to resolve discussed items.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR FACILITIES
AND US DEPARTMENT OF ENERGY-RICHLAND
ALL CLASSIFICATION LEVELS**

( ) For Notification of Unusual Event, activities are handled by the Emergency Management Division Duty Officer.

( ) Review the lists of automatic protective actions at Site Area Emergency (SAE) Classification Level and coordinate with the Operations Section Supervisor to ensure they are implemented.

( ) Coordinate with the Department of Health, Division of Radiation Protection, Washington State Department of Agriculture, and Energy Northwest representatives on the potential impacts on public safety.

( ) Gather necessary data to prepare decision memoranda.

( ) Conduct update briefings in coordination with Department of Health (DOH) and Facility representatives to the Executive Section and the EOC Staffs.

( ) Coordinate with Operations Section Supervisor on the verification of data and information received.

( ) Designate an IAP Section representative to verify the contents of Emergency Alert System (EAS) broadcasts from the counties by calling the EMD Liaison located within the county EOC.

DE-ESCALATION OF EMERGENCY CLASSIFICATION LEVELS OR EMERGENCY

( ) Provide the EOC Supervisor and Executive Section with needed information and data from the IAP Section, to be utilized in recovery and restoration planning.

( ) Conduct the necessary planning to recommend to the Executive Section, decisions in the areas of relocation, initial return, re-entry and food control.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1.   NON-SURETY EVENT

The Emergency Management Division Duty Officer handles activities at this level.

2.   LIMITED AREA EMERGENCY

( )   Consult with the EOC Supervisor, Operations Section Supervisor, and the Disaster Manager and recommend an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.

( )   Consult with the EOC Supervisor about change the level of EOC Activation.

( )   Run sample scenarios based upon available meteorological data.

3.   POST ONLY EMERGENCY

( )   Consult with the EOC Supervisor, Operations Section Supervisor, and the Disaster Manager and recommend an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).

( )   Be prepared to increase the level of EOC Activation based upon actions by Benton County.

( )   Run most likely scenarios based upon available meteorological and event data.

( )   Be prepared to support Benton County actions.

4.   COMMUNITY EMERGENCY

( )   Be prepared to support Benton County Protective Action Decisions.

( )   Conduct planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **IAP SECTION INFORMATION COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The Information Coordinator gathers, analyzes, displays and disseminates information regarding the emergency at hand. This position is assigned to the Information, Analysis, and Planning (IAP) section of the state Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reprots, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

( )   **SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC**. Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

( )   **Pick up the IAP Section Supervisor Checklist Notebook, IAP Section Coordinator Checklist Notebook, and a Phone Phone Book, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed**.

( )   Report to the IAP Section Supervisor. If neither the section supervisor nor another IAP Coordinator has yet arrived, inform the EOC Supervisor that you will assume supervisory duties until the section supervisor arrives

( )   Upon arrival, receive a briefing on the current situation from the IAP Section Supervisor or the coordinator coming off shift.

( )   Maintain a log of your significant activities. This may be accomplished through inclusion in the IAP Activity Log, normally maintained by the Administrative Assistant.

( )   Establish and maintain regular contact with the affected jurisdiction(s) or facility to gather information regarding the event. If possible, accomplish this task through the state's liaison to the jurisdiction(s)/facility.

( )   Initial, date and place a time on all communication/paperwork prior to passing it on for processing. This ensures that you have seen it.

( )   Review the attached list of Essential Elements of Information. Collect pertinent information from appropriate sources; e.g., the Weather Service for weather forecasts, wind direction and river information.

( )   Maintain and update the following status boards and computer displays: significant events, weather, EOC status, river status, plume data, and plant status, as apapropriate. When using the "white boards" **print a file copy prior to making any new entries** on the "white board" provide the print copy to the Administrative Assistant for filing.

( )   Initiate the Governor's Proclamation process. Refer to the IAP Section Governor's Proclamation Procedures and Process Workbook. Review the examples in the book and ensure that you coordinate with WASDA, DOH, WSP, PIO, etc.

( )   Initiate the Restoration and Recovery Task Force (RRTF) Activation Letter, as directed. Refer to the IAP Section Smartbook for additional details and formats.

( )   Bring information of a critical or time-sensitive nature to the attention of the section supervisor or EOC supervisor as soon as possible. Ensure that the Public Information Officer is also informed.

( )   Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.

( )   Prepare (or assist in the preparation of) the Situation Report (SITREP).

( )   Be available to the IAP Section Supervisor for special assignments.

( )   At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

ESSENTIAL ELEMENTS OF INFORMATION

- Nature of the event/hazard
- Location of the event/hazard
- Date/time event began
- Expected duration of the event/hazard
- Cause of the event/hazard
- Number of fatalities
- Number of persons injured
- Number of persons evacuated
- Location to which evacuees transported
- Outside assistance and resources requested (beyond local mutual aid)
- Number of homes lost or threatened
- Number of businesses lost or threatened
- Transportation routes affected
- Communications affected
- Utilities affected
- Essential facilities affected
- Current and forecasted weather conditions
- Status of local EOC (date/time activated or closed, date/time of emergency proclamation)

ADDITIONAL ESSENTIAL ELEMENTS FOR FLOOD EVENT:

- Status of rivers/tidal areas
- Number and sufficiency of sandbag inventory
- Amount and sufficiency of potable water/food stuffs

ADDITIONAL ESSENTIAL ELEMENTS FOR WILDFIRES (WILDLAND/URBAN INTERFACE FIRES):

- Regional fire resources committed
- Out-of-region fire resources committed
- Expected
- Specific Size of fire and percent contained or controlled
- Manpower shortages
- Out

ADDITONAL ESSENTIAL ELEMENTS FOR HAZARDOUS MATERIALS INCIDENTS:

- The chemical agent(s) in question
- The extent of any release
- Affected areas
- Plume prediction
- Protective action recommendations/decisions

FOR FIXED NUCLEAR FACILITIES
CGS AND USDOE-RL

1. ALL CLASSIFICATION LEVELS AND DE-ESCALATION

( ) Notify the ingestion counties telephonically and by FAX of all Emergency Classification Level (ECL) changes, including de-escalation:

( ) Update Significant Events Log/Chart.

> <u>For CGS</u>, notify:
>
> | | | |
> |---|---|---|
> | Adams County | #8811 | (509) 659-1122 (24-hours) |
> | Grant County | #8823 | (509) 762-1462 |
> | Kittitas County | #8829 | (509) 962-7525 |
> | Klickitat County | #8830 | (509) 773-4036 |
> | Yakima County | #8850 | (509) 574-1900 |
> | Walla Walla County | #8847 | (509) 378-2911 |
> | Oregon State | | |

( ) Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log the time and the contact person.

( ) Relay other information affecting the county(ies) to the Information Analysis and Planning Section Supervisor.

INTERMEDIATE PHASE ACTIONS

2. ALERT LEVEL

( ) Update Significant Events Log/Chart.

( ) Check with Duty Officer to learn which state agency liaisons have already been notified.

( ) Verify that the state liaison representative have been dispatched with the Operations Section. An EMD State Liaison (SL) should normally be sent to the Plume County and the utility's Emergency Operations Facility (EOF).

( ) Establish contact with the county EOC(s) assigned to you by the IAP Section Supervisor and obtain status reports of the county response activities. For plume counties, contact the EMD LNO representative, if available.

( ) As appropriate post significant county activities on the IAP Section status boards.

3. SITE AREA EMERGENCY

( )   Update Significant Events Log/Chart.

( )   If the emergency starts at this level, execute the items listed under the <u>Alert</u> emergency classification level.

( )   Verify sending state liaison representative to the Plume County and EOF.

( )   Request and/or verify that the appropriate host counties listed below have Red Cross or Shelter Manager at the Assistance Center facilities when activated.

> **<u>For CGS</u>: Benton and Franklin Counties.**

( )   Periodically contact the EMD state liaison to Plume Counties and obtain the following:

- Evacuation status reports;
- Columbia River closure;
- Special facility status reports (nursing homes, hospitals, etc.);
- Other activities.

( )   Contact the appropriate ingestion counties to verify EOC activation.

> **<u>For CGS</u>:** notify.

Yakima County	#8850	(509) 574-1900
Walla Walla County	#8847	(509) 527-3223
Adams County	#8811	(509) 659-1122 (24-hours)
Grant County	#8823	(509) 762-1462
Klickitat County	#8830	(509) 773-4036
Oregon EOC		(503) 378-2911
FEMA Region X		(425) 487-4660 (the ROC)

( )   When the Assistance Centers are activated, verify that Department of Health (DOH) is sending monitoring personnel to the assistance center(s). Inform appropriate county (ies).

4.   GENERAL EMERGENCY

( )   Update Significant Events Log/Chart.

( )   If the emergency incident starts at this level, execute the items listed under <u>Alert</u> classification level and <u>Site Area Emergency (SAE)</u> classification level.

( )   Ensure that the appropriate classification level is posted to the status boards and the emergency classification display, and that the ingestion county EOC(s) is notified.

( )   Periodically contact the EMD state Liaison to Plume Counties and obtain the following:

- Evacuation status reports;
- Columbia River closure'
- Special facility status reports (nursing homes, hospitals, etc.);
- Other activities.

FOR CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1.   ALL CLASSIFICATION LEVELS AND DE-ESCALATION

( )   Update Significant Events Log/Chart.

( )   Notify the affected counties telephonically of all Emergency Classification Level (ECL) changes, including de-escalation.

( )   Notify:
          Franklin County   #8821   (509) 545-3546
          Klickitat County   #8830   (509) 773-4036
          Yakima County   #8850   (509) 574-1900
          Walla Walla County   #8847   (509) 527-3223
          Oregon State   (503) 378-2911
          NOTE: (Benton county directly notified by Umatilla Depot Activity.)

( )   Inform the IAP Section Supervisor when the county notifications have been accomplished; record in log the time and contact person.

( )   Relay other information affecting the county(ies).

2.   LIMITED AREA EMERGENCY

( )   Update emergency classification on Significant Events Log display.

( )   Verify with the Operations Section Supervisor sending EMD Liaison Representative to Benton County and Umatilla Chemical Depot EOCs.

( )   As appropriate, post significant activities on the IAP Section status displays.

( )   As appropriate, report actions taken and their results, if any, to the IAP Section Supervisor, recording the action and their results in your individual log.

3. POST ONLY EMERGENCY

( )   Update Significant Events Log/Chart.

( )   If the emergency started at this level, execute the items listed under <u>Limited Area</u> emergency classification level.

( )   Verify sending State Liaison Representative and a Senior State Liaison to the Benton County and UMDA EOCs.

     ( )   Request and/or verify that the appropriate host counties listed below have Red Cross or Shelter Manager at the Assistance Center Facilities when activated, if needed.

     ( )   Contact the counties adjacent to the Protective Action Zones (PAZ) to inform them of the event status.

Yakima County	#8850	(509) 574-1900
Walla Walla County	#8847	(509) 527-3223
Franklin County	#8821	(509) 545-3546
Klickitat County	#8830	(509) 773-4036

4. COMMUNITY EMERGENCY

( )   Update Significant Events Log/Chart display.

( )   If the emergency incident started at this level, execute the items listed under <u>Limited Area and Post Only</u> classification levels.

( )   Ensure that the appropriate classification level is posted to the status boards and the Planning Zone county EOCs are notified of the current classification level.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **TECHNICAL ADVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The Technical Advisor provides advice and technical assistance to the EOC staff. This position is assigned to the Information, Analysis, and Planning (IAP) section of the state Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

( )   **SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC**. Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

( )   **Pick up the IAP Section Administrative Assistant and Special Hazards Analyst Checklist Notebook, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed**.

( )   Upon arrival, receive a briefing on the current situation from the IAP Section Supervisor, the senior IAP Section person present, or the Special Hazards Analyst coming off shift.

( )   Maintain a log of your significant activities. This may be accomplished through inclusion in the IAP Section Activity Log, normally maintained by the IAP Section Administrative Assistant.

( )   Gather and analyze information regarding the emergency and its potential impacts from specialized sources as well as from the Information Section Coordinator(s). Do not contact affected county until you coordinate with the IAP Section Coordinator(s) or Section Supervisor.

( )   Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.

( )   Initial, date and place a time on all communication/paperwork prior to passing it on for processing.

( )   Provide your analysis to the IAP Section Coordinator(s), Section Supervisor, Disaster Manager, and others as appropriate.

( )   At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **AA TO INFORMATION ANALYSIS & PLANNING (IAP) SECTION**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the IAP Section.

OVERALL DUTIES:

➢ Provides typing and computer operator support.

➢ Assists in producing documents, collating, making copies and distributing.

➢ Maintains "LOG" for the IAP Section Supervisor.

➢ Maintains telephone tracking when the IAP Section Supervisor is too busy to take calls.

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words <u>EXERCISE or DRILL</u> prominently displayed on the top and bottom.

( ) **<u>SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC</u>**. Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

( ) **Pick up the IAP Section Administrative Assistant and Special Hazards Analyst Checklist Notebook, if they have not already been picked up, after you sign-in. If you don't know where they are located, ask the switchboard operator. You will be directed**.

( ) Report to the IAP Section Supervisor or senior IAP Section person present and obtain an update briefing on the situation.

( )   Open and maintain the IAP Section Activity Log. This is your 1st Priority. Enter who is present in the IAP Section, the purpose of the activation/exercise/drill. Insert the Mission Number at the top of the log, in the space provided. Ensure that all section checklist/books and phone book have been retrieved from the bookcase located near the EOC Switchboard Operator. Obtain as much background information on the event and include it in the initial narrative. Include in the Activity Log such information as who you spoke to, the agency or jurisdiction they represent, and a short synopsis of the conversation and note any follow-up actions

( )   Initial, date and place the time on all communication/paperwork prior to posting it in the IAP Section Activity Log. Ensure that the person providing the input has also initialed the item.

( )   Print a hard copy of the IAP Section Activity Log each time a page is completed and provide a copy to the IAP Section Supervisor and the EOC Supervisor.

( )   Update the EOC Receptionist roster of IAP Section personnel and the telephone number where they can be contacted. This must be done as early in the activation/exercise/drill as possible and continually updated as personnel changes are made.

( )   Maintain a "Telephone Log" for unanswered calls. Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call. Brief the IAP Section Supervisor, as appropriate.

( )   Ensure a supply of support items i.e., pens, pencils, staplers, tablets, etc. is immediately available to the IAP Section. Replacements are in the supply room.

( )   Report any facility problems with heating, air-conditioning or electronic print board to the Facility Management Section Supervisor and any computer or communications problems to the Telecommunications Section Supervisor.

( )   Brief the oncoming relief.

( )   At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **IAP SECTION SITREP (SITUATION REPORT) AND SIGNIFICANT**
EVENTS (SE) WRITER

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The SITREP (Situation Report Writer) prepares the periodic SITREP, which is a report of activities surrounding the activation of the EOC and compiles the SIGNIFICANT EVENTS (SE) Log. This position is assigned to the Information, Analysis, and Plans (IAP) section of the state Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, "This is an exercise or drill". Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words <u>EXERCISE or DRILL</u> prominently displayed on the top and bottom.

( )   **<u>SIGN IN AT THE EOC SWITCHBOARD OPERATOR'S DESK NEAR WHERE YOU ENTERED THE EOC</u>**. Provide the switchboard operator with your name, workstation section, and the telephone number where you can be contacted in the EOC.

( )   **<u>Pick up the IAP Section Sitrep Writer/Significant Events Writer Checklist Notebook, if they have not already been picked up, after you sign-in. If you don't know where they are located ask the switchboard operator. You will be directed</u>**

( )   Upon arrival, report to the IAP Section Supervisor, senior IAP Section person present, or the SITREP/SE Writer coming off shift and receive a briefing on the current situation. Log onto the network using the Information Systems Procedures, Computer Procedures for Activation Personnel (see Table of Contents), if not already logged onto the system.

( )   Determine the effective time of the most recent SITREP and the deadline for the next SITREP. Ensure that this cutoff time for the next SITREP is briefed at the EOC Update Briefing.

( )   Open the SITREP Log and the Significant Events (SE) Log. The SITREP is your 1st Priority and the SE your 2nd. The Section Supervisor will identify those items to be included in the SE Log i.e., major events, changes in Emergency Classification Levels, and other major changes.

( )   Obtain information for the SITREP and SE from the Section Supervisor and **all** other agencies represented in the EOC for the current event. The IAP Section Coordinators will assist in gathering this data. The internet is also available for weather, roads and pass status, and river data, etc. (see Table of Contents for internet addresses).

( )   Initial, date and place the time on all communication/paperwork prior to entering it into the SITREP or SE Log. Ensure that the person providing it to you has also initialed it.

( )   Approximately one and one half hours before the effective time of the SITREP, print a draft of the report. Have the IAP Section Supervisor, EOC Supervisor, and IAP Coordinators review the draft. Make necessary changes. The SE Log is an ongoing log and is for internal use only and is briefed at Shift Change and Update briefings.

( )   Print a final DRAFT version of the SITREP and have the IAP Section Supervisor approve it.

( )   E-mail the final DRAFT of the SITREP to the Decision Room. Make paper copies for the Review Committee

( )   Attend the SITREP Review Committee along with the IAP Section Supervisor and others. Take notes on the changes made by the Review Committee. At the conclusion of the meeting edit the DRAFT SITREP making the recommended changes. E-mail the final SITREP to the Decision Room for approval, signature and Release by the Disaster Manager.

( )   Make a file copy of the approved SITREP and place it in the file folder for reference.

( )   At the termination of the activation, all IAP Section personnel will ensure that the work area is clean and secure (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways, supplies replenished, etc.).